

8 JUL 1980

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MEMORANDUM FOR: Deputy Director for Administration
FROM: [redacted]
Chief, Information Services Staff
SUBJECT: ISS Weekly Report (26 June-2 July 1980)

Regulations Control Division

RCD processed 40 regulatory issuances during this reporting period.

RCD and DO representatives met to discuss the distribution of paper and microfiche copies of field issuances.

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RCD responded to a request from the Office of Logistics concerning a Federal judge's question on how information concerning parking is distributed to employees. Some employees receiving parking tickets indicated that they had never seen information on parking regulations. In the past five years, seven notices and three revisions of [redacted] [redacted] were issued and distributed to all employees.

Records Management Division

RMD is preparing a headquarters notice addressing the classification marking deficiencies noted during the Information Security Oversight Office (ISOO) inspection.

RMD and DO representatives are working on a report which will provide additional information about the microfiche equipment in use in the DO.

Classification Review Division

CRD and RMD are exploring procedures for obtaining the DCI's certification of classification extension for 188,534 documents reviewed in 1978-79.

Information and Privacy Division

A separate report is attached.

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Attachment



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3 July 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (26 June - 2 July 1980)

1. <u>The Week in Review</u>	<u>26 Jun-2 Jul</u>	<u>1980 Weekly Average</u>
a. New cases logged	47	62.5
b. Cases closed	62	54.7
c. New appeals logged	1	2.0
d. Appeals closed	17	2.9
e. Manpower (man-weeks)	136.3	122.6
2. <u>Current Backlogs</u>		
a. Initial requests - 2852		
b. Appeals - 393		

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b. How long does it take for the Agency to answer requests? A study was made of 9,308 cases currently in the IPD History portion of the automated log to determine throughput times for processing requests. The results are given below. The elapsed time to process a request was calculated from the date that the request was received in IPD to the date that it was answered. The figures do not take into account the fact that, through no fault of the Agency, many of these cases were suspended for one reason or other and not in active processing at all times. Moreover, all calendar days were counted, not just work days.

<u>Type of Request</u>	<u>No. Cases</u>	<u>Minimum Time</u>	<u>Maximum Time</u>	<u>Mean Time</u>	<u>Median Time</u>
FOIA	3321	same day	1548 days	184 days	138 days
PA	5297	same day	1568 days	172 days	80 days
EO	690	same day	943 days	236 days	167 days

The FOIA stipulates that initial requests should be answered within 10 working days, with a 10-day extension available under prescribed circumstances. OMB guidelines call for responding to PA access requests within 30 calendar days. Finally, Executive Order 12065 states that mandatory classification review requests should be acted upon within 60 calendar days.

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c. Component FOIOs are reminded that requires that responses to IPD taskings on FOIA requests "must indicate clearly the name and position of the official responsible for denying each document or parts of documents."

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